

Appendix D

Letter to Chiefs, Urban Departments

March 1, 2004

«Title» «FirstName» «LastName»
«Company»
«Address1»
«City», «State» «PostalCode»
«WorkPhone»

Dear «Title» «LastName»:

We would like to thank you for agreeing to participate in this important Virginia Department of Criminal Justice Services statewide study on bias-based policing. The focus group meetings that were held with the officers and citizens around the Commonwealth proved very beneficial and the courtesy shown to us by the officers in your department was greatly appreciated.

As was agreed at our meeting in Richmond, on November 3, 2003, we are sending you the officer questionnaire to be completed by each sworn officer in your agency. Although completion of the questionnaire is voluntary, we do encourage full participation. As arranged, responses will neither be attributed to specific departments or individual officers, but will be generalized. In fact, officers are not asked to put any identifying characteristic on the officer questionnaire. There has been a unique three-digit number placed at the bottom of each questionnaire so that researchers could identify the county in which the department is located.

The instructions included on the questionnaire should be self-explanatory and we do not anticipate any problems with completing the survey. If, however, you or anyone on your staff has any questions, please call or have them call me at 334-244-3041.

As discussed, it might be most efficient for command staff to disseminate the questionnaires at roll call during each shift change. Each respondent to the questionnaire should be provided one of the enclosed envelopes with the survey. Officers are being requested to insert their completed questionnaire into the envelope, seal the envelope, and return the sealed envelope as instructed by the individual distributing and collecting the questionnaires. This individual should also be responsible for sending all sealed envelopes to a central collection point in the department. Officers who receive the questionnaire by other methods should be informed of where they should send their completed questionnaire. Officers are also being given the option of mailing their completed questionnaires to our offices directly should they so choose.

Please ensure that the questionnaires are distributed to all command staff and the remaining officers on the department in a manner that is most efficient for your agency. Also, please make it clear that the sealed questionnaires will only be opened by the Center for Government staff. Please encourage everyone to complete the questionnaire expeditiously in order to ensure that it is sent to the central collection point by March 16, 2004.

For your convenience, we have provided a completed FedEx Airbill that includes our mailing address and account number. All charges will be billed to the Center for Government. A representative from your department can place the sealed envelopes in a box that you might have at the department, or when the representative calls to schedule a pick-up, he/she can ask FedEx to send a box with the driver. The representative should attach the Airbill to the package. All the completed questionnaires should be sent back to the Center for Government no later than 5:00 PM on **March 16, 2004**.

Should you have any questions of the Department of Criminal Justice Services, please contact Joyce Bradford at 804-786-5665.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael T. Charles".

Michael T. Charles, Ph.D.
Director & Senior Executive Consultant

Enclosures